



Job Title: HUMAN RESOURCES GENERALIST

Department / Office: Office of Human Resources

Reports To: Director of Human Resources

Salary / Hourly Range: 38

Job Classification Code: 8810

Level of Background Check: 1B

FLSA Status: NON-EXEMPT; Full-time, Part-time and/or Temporary

Driving Required: Yes, As Required

Revised: 07/10/2015

JOB DESCRIPTION:

This position is responsible for providing support to the Director of Human Resources in all disciplines of Human Resources including but not limited to employee relations, employee benefits, staffing, classification & compensation, and any other duties as assigned.

KEY DUTIES AND RESPONSIBILITIES:

(The following examples of duties are intended to be illustrative only and are not intended to be all-inclusive or restrictive.)

1. Assists the Director of Human Resources in communicating and providing guidance to internal and external customers on complying with Hopi Tribe's Personnel Policies & Procedures Manual and Fiscal Management Policies; reviews and determines best course of action on issues presented; seeks guidance on complex issues from the Director of Human Resources.
2. Coordinates functions & activities in accordance with applicable policies, laws & regulations and accepted principles & practices with emphasis on building strong, strategic partnerships with Tribal management in all HR related areas & maintains clear and consistent communications with supervisor and customers to minimize errors and recommending the best course of action on issue presented or work assigned.
3. Staffing & Recruitment include but not limited to: provides technical assistance and advisement on hiring, transfers & promotions and terminations, receives & assesses job applications, conducts reference & background checks, coordinates interviews, processes all correspondence for interviews, selection, non-selection, etc.; conducts employment testing; prepares interview material & other required documents; attends and provides guidance to interview panel on rules & procedures, etc.; makes offers of employment; negotiates employment terms & conditions; processes paperwork for new hires, transfers, promotions and terminations.
4. Employee Relations include but not limited to: familiarizes employees and supervisors of the functions, services, and procedures of Employee Relations, provides pertinent training opportunities to employees and supervisors, provides guidance on establishing and conducting performance appraisals, serves as a para-professional employment counselor and labor relations facilitator in mediating disputes, maintains case files on disputes filed, convenes and orientates the Dispute Review Panel on the processes and procedures.
5. Employee Benefits Program include but not limited to: enrolls, dis-enrolls, changes and or terminates employee benefit coverage(s) for employees and or spouses/dependents to include medical, dental & vision insurance, life insurance, disability insurance, unemployment insurance, worker's compensation insurance, retirement pension, sick & vacation leave and related cash & non cash benefits; keeps employees apprised of changes made to the benefit plans, keeps up on the trends affecting the benefit plans and 401(k) retirement plan, maintains consistent communication with employees, clinics, hospitals, insurance providers, family members when necessary, receives, files and closes-out worker's compensation claims, conducts follow-ups with all appropriate parties.
6. Classification & Compensation include by not limited to: provides guidance to supervisors and employees on the purpose and intent of the classification & compensation processes, provides guidance on the Position Questionnaire (PDQ) forms, creates, updates or revises position descriptions, provides technical assistance with organizational & staffing analysis and planning, conducts mini salary surveys of small classifications, conducts desk audits.
7. Responsible for maintaining assigned department correspondence, maintaining employee files of assigned department, monitors leave accruals, files pertinent employee documents, ensures all documents are treated in strict confidentiality, etc.
8. Works collaboratively with other HR Staff in preparing vacancy announcements; conducting new employee orientation, coordinating employee incentives & activities, conducting motivational seminars/training, coordinating special events, conducting salary surveys, coordinating open enrollment benefit sessions, preparing related material/brochures, etc.
9. Performs other related duties as assigned or authorized to achieve the Human Resources & Tribal goals and objectives.

MINIMUM QUALIFICATIONS:

1. Required Education, Training and Experience:

A. Education: Bachelor's degree in Human Resources Management, Public or Business Administration or closely related field;

AND

B. Experience: Eight (8) years of progressively responsible work experience in human resources or public administration;

OR

C. Any equivalent combination of Education, Training and Experience, which demonstrates the ability to perform the duties and responsibilities of the position.

2. Required Knowledge, Skills and Abilities:

A. Knowledge:

- Knowledge of modern principles and practices of Human Resources and Public Administration to include Tribal Government
- Knowledge of strategic, long & short-term planning and program evaluation
- Knowledge of department operational activities, mission and client service requirements
- Knowledge of tribal, federal & state funding sources, laws, ordinances, regulations and application processes
- Knowledge of the socio-economic realities existing on Indian Reservations and nearby areas
- Knowledge of Management and Business Acumen
- Knowledge of Benefits Administration, Fair Labor Standards Act (FLSA), Americans with Disabilities Act (ADA), Family Medical Leave Act (FMLA), Health Insurance Portability and Accountability Act (HIPAA), Consolidated Omnibus Budget Reconciliation Act (COBRA), Employee Retirement Income Security Act (ERISA) and other related HR Disciplines, laws, regulations, policies, and ordinances.
- Knowledge of federal rules & regulations governing retirement pension and benefit plans

B. Skills:

- Skill in writing & verbal communications
- Skill in managing complex customer inquiries
- Skill in organizational/employee development & assessment and project planning
- Skill in providing internal & external excellent customer service and public relations

C. Abilities:

- Ability to write case histories and reports
- Ability to analyze problems and identify alternative solutions
- Ability to effectively management multiple and changing priorities
- Ability to work with a positive attitude, establish and maintain professional working relationships with all contacts
- Ability to develop, plan, implement and administer management
- Ability to adhere to strict timelines/deadlines in completing assignments
- Ability to work independently and handle multiple tasks
- Ability to maintain strict confidentiality of client records and information
- Ability to follow verbal and written instructions to complete assignment
- Ability to liaise with various governmental agencies, private businesses and development representatives
- Ability to analyze & assess systems failures and develop appropriate corrective action
- Ability to review and assess capabilities and performance of subordinate staff
- Ability to enforce approved personnel policies & procedures

NECESSARY REQUIREMENTS:

1. Possess valid Arizona Driver's License and complete/pass the Hopi Tribe's Defensive Driving Course.

2. Must complete and pass the pre-employment screening in accordance with the Hopi Tribe Policy and Procedures and maintain compliance throughout employment. All offers of employment will be contingent upon successful completion of all references, checks, education verification (including credentials, licenses and degrees), and background investigation and other pre-employment screening requirements.